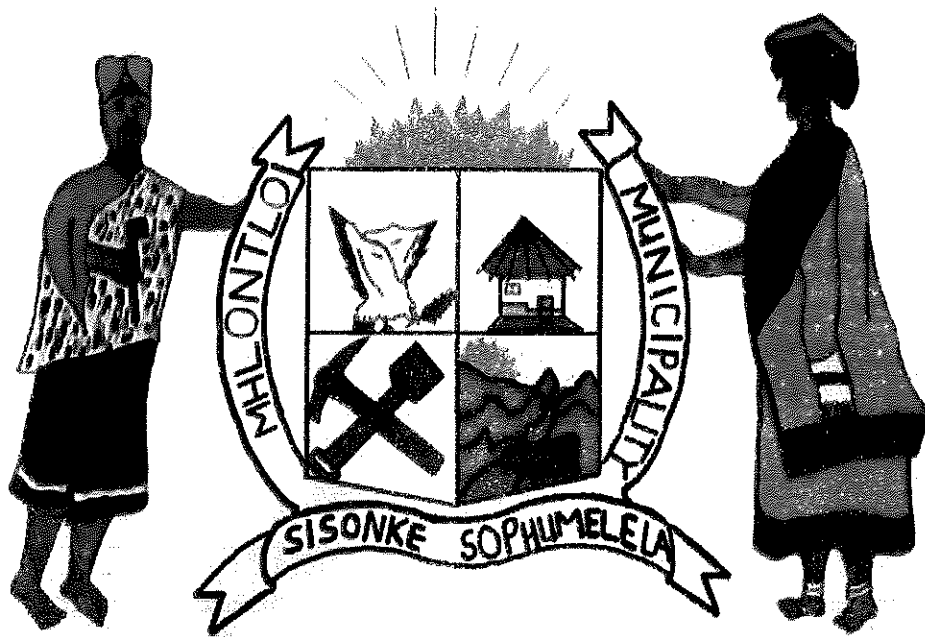


MHLONTLO MUNICIPALITY



CIVIC FUNERAL POLICY FOR COUNCILLORS AND OR TRADITIONAL LEADERS

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1. DEFINITIONS

Unless otherwise provided by law, or inconsistent with the context, expressions used in this Funeral Policy shall have their normal meanings, provided that those importing the masculine gender shall include feminine and words in the singular number include the plural number and vice versa.

- 1.1. **Council:** The Council of Mhlontlo Municipality
- 1.2. **Council Chief Whip:** The member of the Mhlontlo Municipality elected in terms of Schedule 3 of the Municipal Structures Act, 1998 (Act No. 117 of 1998)
- 1.3. **Councillor:** Member of a Council of Mhlontlo Municipality in terms of Provincial Notice No. 79 dated 27 September 2000 issued in terms of the Local Government Municipal Structures Act, 1998 (Act 117 of 1998)
- 1.4. **Traditional Leader:** Traditional Leaders participating in Municipal Council in terms of Section 81 of Local Government: Municipal Structures Act No. 117 of 1998
- 1.5. **Executive Mayor:** The member of the Mhlontlo Municipality elected in terms of Section 55 of the Municipal Structures Act, 1998 (Act No. 117 of 1998)
- 1.6. **Member of The Mayoral:** A Councillor appointed in terms of Section 60 of the Municipal Structures Act, 1998 (Act 117 of 1998) to a Mayoral Committee
- 1.7. **Municipal Area:** The area under the control and jurisdiction of the Council.
- 1.8. **Speaker:** The member of the Mhlontlo Municipality elected in terms of Section 36 of the Municipal Structures Act, 1998 (Act No. 117 of 1998)

2. OBJECTIVES

- 2.1. To enable Council to deal uniformly when handling deaths of Councillors / and or Traditional Leader in a professional, compassionate and diligent manner by showing recognition and appreciation of service rendered by the deceased Councillor / and or Traditional Leader participating in the council.
- 2.2. To provide for specific matter connected with the death of a Councillor / and or Traditional Leader.

3. APPLICATION

3.1. Although this funeral Policy applies to all Councillors / and or Traditional Leaders participating in the council of the Mhlontlo Local Municipality, the following specific inclusion will apply: -

- 3.1.1. That the Mayor qualifies for a Municipal Funeral
- 3.1.2. That the Speaker qualifies for a Municipal Funeral
- 3.1.3. That the Council Chief Whip qualifies for a Municipal Funeral

3.1.4. That the Member of the Mayoral Committee qualifies for a Municipal Funeral.

3.1.5. That all Councillors / and or Traditional Leaders participating in the council qualify for a Municipal Funeral.

4. MEMORIAL SERVICE FOR DECEASED COUNCILLOR / AND OR TRADITIONAL LEADER PARTICIPATING IN THE COUNCIL.

4.1. The memorial service for deceased Councillor / and or Traditional Leader will be held during the week from 12h00 onwards if held within the Municipal Area.

4.2. Provision of Municipal transport to Councillors / and or Traditional Leaders to attend the memorial service will be exercised at the discretion of the Municipal Manager as the Accounting Officer in consultation with the Speaker and/or the Mayor.

4.3. Provision of municipal transport to the deceased's family to attend the memorial service will be at the discretion of the Municipal Manager as the Accounting Officer in consultation with the Speaker and/or the Mayor.

4.4. The request for a formal service in a municipal venue must be addressed to the Municipal Manager.

4.5. Where the memorial service is held at the Mhlontlo Municipality's Hall, catering will be provided for all Councillors / and or Traditional Leaders dignitaries and the deceased family members.

4.6. Non – attendance to the memorial service of a fellow Councillor / and or Traditional Leader must have the approval of the Speaker.

5. FUNERAL SERVICE FOR THE DECEASED COUNCILLOR / AND OR TRADITIONAL LEADER

5.1. The Council may, on specific cases, make decisions for funeral arrangement of the deceased Councillor / and or Traditional Leader.

5.2. All claims to benefit will be processed promptly.

5.3. The Municipal Manager and all Councillors / and or Traditional Leaders who are attending the funeral must be presentable.

5.4. Operating interchangeably with the family pallbearers, there should be four Councillors / and or Traditional Leader pallbearers to fulfil the civil rights.

5.5. The hearse procession to the graveyard must be cortege by a traffic vehicle of the local municipality.

5.6. Transport will be provided to Councillors / and or Traditional Leaders, employees and family of the deceased.

5.7. Non – attendance to the funeral of the fellow Councillor / and or Traditional Leader must have the approval of the Speaker.

6. MUNICIPAL FUNERAL

- 6.1. That a special council meeting be convened within 48 hours of the death of a Mayor, Speaker, Council Chief Whip, member of the Mayoral Committee or a Councillor / and or Traditional Leader.
- 6.2. That a task team be appointed and be authorized to proceed with funeral arrangements in consultation with the family.

7. MUNICIPAL CONTRIBUTIONS: COUNCILLOR / AND OR TRADITIONAL LEADER

- 7.1. Each funeral of the Councillor /and or Traditional Leader participating in the council will have a Municipal contribution made from the dedicated budget Vote in the Office of the Speaker as follows: -
- 7.2. Councillors shall not get any other benefit outside the parameters of the Government Gazette on upper limits for councillors. Funeral benefit should be a direct contribution from an individual councillors from a group scheme to make an affordable contribution. This should be effected from 01 July 2018. All Councillors should have a group scheme.
- 7.3. Regardless of this policy, there may be deviations allowed at the discretion of Council and the extent thereof must be fully set out in the Council's resolution.

The procedure to be followed on the death of a councillor is detailed in the attached annexure.

8. MUNICIPAL CONTRIBUTIONS: TRADITIONAL LEADER OUTSIDE THE COUNCIL

- 8.1. The Municipality will contribute for the funeral service of a Traditional Leader outside the Council within the jurisdiction of Mhlontlo Local Municipality the following:
 - 8.1.1. 6 x poles tent.
 - 8.1.2. 500 Chairs

9. ANNEXURE

- 9.1. The family of the deceased must report the death of a Councillor / and or Traditional Leader to the Speaker and the Speaker will liaise with the Mayor and the Municipal Manager.
- 9.2. The original copy of death certificate must be submitted to Human Resources department as proof from which certified copies of the Death Certificate will be obtained.
- 9.3. The Human Resources department must complete the official termination of service form and thereafter assist the deceased Councillor's /and or Traditional Leader's family with prompt processing of the claim.
- 9.4. The Personnel Practitioner responsible death claims will advise the deceased Councillor's / and or Traditional Leader's family of the relevant documents needed to facilitate the claims and inform them of any monies payable to the deceased.

9.5. The Personnel Practitioner must verify beneficiaries through council's records of an affidavit from the Magistrate where the deceased dies intestate.

9.6. Beneficiaries must claim benefits of the deceased Councillor / and or Traditional Leader within 6 months of his death where membership is with Municipal Councillors / and or Traditional Leaders Pension Fund.

9.7. Each member Councillor / Traditional Leader must provide the Council with clear guidelines regarding his family and any other persons maintained by him on the Nomination of Beneficiaries form available from the Fund.

10. REVIEWAL

This policy shall be reviewed on an annual basis depending on the change in legislation and / or business dynamics of the environment within which Mhlontlo municipality operates.

11. COMMENCEMENT

11.1. This policy will come into effect on the date of adoption by the Council.

12. INTERPRETATION OF THIS POLICY

12.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

12.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

12.3. The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

12.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

13. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

13.1. This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between Management and Trade Unions.

13.2. Notwithstanding clause No. 20.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

14. AMENDMENT AND/OR ABOLITION OF THIS POLICY

14.1. This policy may be amended or repealed by the Council after consultation between Management and Trade Unions.

15. COMPLIANCE AND ENFORCEMENT


15.1. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

15.2. It will be the responsibility of all Directors, Deputy Directors, Supervisors, Executive Committee and Council to enforce compliance with this policy.

16. ADOPTION OF THE POLICY

Date of Approval by Council : 31/05/2019
Date of Council Meeting : 31/05/2019
Resolution number : 65-18/19

Signed on Behalf of the Council


.....
Mayor

31/05/2019
.....
Date


.....
Municipal Manager

31/05/2019
.....
Date